

## Erica Vorkamp

Event coordinator

- Planning
- Supervision
- Communication

Resumé

Coursework

Samples

References

Testimonials

### Erica Vorkamp

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#### OBJECTIVE

Clearly identifies the nature of the position desired while pointing out several ways she can contribute

- An event coordinator position in which my broad mix of skills in planning, supervision, and communication will benefit a growing, customer-oriented company

#### SKILLS AND CAPABILITIES

Relates all capabilities and experience to the specific job objective, giving a selective picture of the candidate's abilities

- Plan and coordinate large-scale public events [photos]
- Develop community support for concerts, festivals, and the arts [testimonials]
- Manage publicity for major events [samples]
- Coordinate activities of diverse community groups
- Establish and maintain financial controls for public events
- Create and update website content, blogs, and podcasts [samples]
- Negotiate contracts with performers, carpenters, electricians, and suppliers

Provides links to online information that supports her assertions that she possesses the skills listed

#### SPECIAL EVENT EXPERIENCE

- Arranged the 2009 week-long Arts and Entertainment Festival for the Barrington Public Library, involving performances by nearly three dozen musicians, dancers, actors, magicians, and artists
- Supervised the 2008 PTA Halloween Carnival, an all-day festival with game booths, live bands, contests, and food service that raised \$7,600 for the PTA
- Organized the 2007 Midwestern convention for 800 members of the League of Women Voters, which extended over a three-day period and required arrangements for hotels, meals, speakers, and special tours
- Chaired the Children's Home Society Fashion Show (2005-2007), an annual luncheon for 400-500 that raised \$15,000-\$17,000 for orphans and abused children

Quantifies accomplishments with specific numbers and results

#### EDUCATION

- Associate of Applied Science, Administrative Assistant program with specialization in General Business, Hamilton College-Lincoln (Lincoln, Nebraska), June 2005

#### EMPLOYMENT HISTORY

Provides links to employer websites so that recruiters can learn more about these organizations, if desired

- First National Bank of Chicago, 2005 to present, operations processor; processed checks with a lost/stolen status, contacted customers by phone, inspected checks to determine risk characteristics, processed payment amounts, verified receipt reports, researched check authenticity, managed orientation program for entry-level trainees
- Hamilton College-Lincoln, 2004 to 2005, part-time administrative assistant for admissions (Business Department)

Includes work history in order to show continuous employment but minimizes its importance because it is not directly relevant to the position she is seeking